

Pollard Memorial Library (PML) Board of Trustees – Meeting Minutes

Date:

The meeting took place on March 1, 2023.

Location:

PML, 401 Merrimack St. Lowell, MA, as a hybrid meeting, both in person and via Zoom.

Opening Business

Meeting call to order

The meeting was called to order by Donna Richards at 5:33 pm.

Attendance

Present:

Steve Robichaud, Library Director
Donna Richards, Chair
Judith Davidson, Secretary
Ellen Anstey
Suzanne Frechette
Muriel Parseghian
Amy Watson

Excused:

Helen Littlefield
Katy Aronoff, Vice Chair

Guest(s):

Belinda Juran
Christine O'Connor

Acceptance of / Amendment to Agenda

The agenda was unanimously approved on a motion by Judy Davidson and seconded by Suzanne Frechette.

Prior Meeting Minutes approval

The meeting minutes from *February 1, 2023*, were unanimously accepted with revisions submitted by H. Littlefield on a motion by Suzanne Frechette and seconded by Donna Richards.

Current Business

Welcome/Introduction Ellen Anstey

There was a short discussion of the appointments and reappointments of Board Members at the recent City Council meeting [link (City of Lowell website) [22975 \(lowellma.gov\)](https://www.lowellma.gov/22975)]

The Trustees welcomed new associate member, Ellen Anstey (Bio Statement below).

My professional experience at the Tsongas Industrial History Center with the University of Massachusetts Lowell and Lowell National Historical Park would be beneficial to this board position. My main work experiences include financial administration, marketing outreach, and event planning which I know could be beneficial to reviewing library policies and operations. Our Center partnership works closely with Lowell Public Schools and many other Lowell organizations, so I fully understand the city, its diverse population, and needs.

Review comments on Material Selection and Material Reconsideration Policies

Judith Davidson sent two policies Materials Selection and Materials Reconsideration in advance of the meeting for trustee review and comment. Both draft policies had been thoroughly reviewed by Library staff and their comments and suggestions had been incorporated in this version of the drafts.

The Board discussed the two DRAFT policies and the feedback on the policies received in advance and shared in advance with board members. Due to the complexity of the documents to be reviewed, it was ultimately decided that the Governance Committee, with the Library Director, will review this latest updated version before next meeting, combine the revisions, and bring the completed text to the Trustees next meeting (April).

Public Library Construction Program: Request For Proposal (RFP)

The Massachusetts Public Library Construction Program recently distributed an RFP for construction grants. There was a discussion of whether PML should apply for this grant. The current building has many issues that demand attention if it is to be useable as a library and meet the standards for accessibility and comfort that are required. The final decision was that the grant submission process was too large and complex of a project for PML at this point. However, PML should be working toward the place when it would have the resources, capacity, and support to undertake a large-scale capital project of this sort.

Update on Strategic Plan

The Trustees and related Library groups are planning to host an event during National Library Week (**April 23 - 29**). **Tuesday, April 25th is the date**. The invitation will include City Councilors, City Administration, School Committee, and community partners. This is an opportunity to showcase the library and continue advocacy for PML.

Trustee Chair, Donna Richards, requested a report from each of the Strategic Plan teams at PML in preparation of an event planned for National Library Week. In requesting information from the Strategic Plan teams, the goal is to applaud accomplishments from the teams to date AND indicate areas of focus for 2023. The teams were asked to forward this information to Richards by March 8th.

Reports

Chairperson's Report

Library Legislative Day will be returning to the State House on **Wednesday March 15, 2023!** This day is in support of the MBLC Legislative Agenda, trustees can learn more about the agenda and funding priorities here: <https://www.mblclegislativeagenda.com/> Richards urged all trustees who were available to attend.

Richards also reminded the board of the upcoming *Crisis Communication Skills Training*, sponsored by MBLC:

March 16, 2023, 9:00 AM-12 Noon

March 29, 2023, 9:00 AM 12:00 Noon

Committee Reports

Governance/Policy Committee (Suzanne Frechette/Judy Davidson)

- *Materials Selection* and *Materials Reconsideration* policies have undergone preliminary review by library staff and trustees. During March the Governance Committee will complete revisions of the two policies and submit them to the Board for review and acceptance (April meeting).
- PML does not yet have a *Public Comment* policy, which is needed to round out the two policies above. This will be drafted next to be reviewed by the library staff.
- The following revised policies have been sent to the Library Director and can be rolled out to library staff for review as appropriate:
 - *User Behavior Policy*
 - *Internet and Computer Use Policy*
 - *Child Safety Policy* (formerly the Unattended Child Policy)
- PML has a *meeting room policy* (but not a *study room policy*). These will be combined and rewritten using recent information from an ALA legal workshop.
- PML does not have a *privacy policy*, which is strongly recommended by ALA, and we will develop and draft a policy following ALA guidelines and examples.

Art Committee (Amy Watson/Donna Richards)

Bridget Cooley, Coordinator of Community Planning, had made a request for photography of paintings including portraits of Frederick Stickney, John Davis, Elizabeth Davis, Oliver Howe Moulton, and the Rialto. The photographs are to be used in an upcoming community cemetery walk. City Solicitor Helene Tomlinson approved use of John Davis funds.

The following photographers were queried for quotes:

- Kevin Harkins – prepared quote (toured Library)
- Tory Wesnofske – no reply
- Meg Moore – no reply
- Adrien Bisson – does not do this type of photography anymore – but did provide the following contacts:
 - Jim Higgins – prepared quote (did not tour Library)
 - Rich and Ashlee Pizzuti – prepared quote (toured Library)

Of those who responded, these were the quotes for costs and supports:

- Higgins - \$625 (\$125 each) no mention of ladder/lift
- Harkins - \$1,500 - PML responsible for providing ladder/lift.
- Pizzuti - \$2,250 includes equipment rental.
- All photographers require the library to be closed.

Cooley has agreed to be in the library when it is closed for the photographers to do their work.

We will look to Cooley for her opinion on the different bids. Although the Trustees had hoped to take a wider range of photographs, given the costs, we will focus on Cooley's immediate needs for the cemetery walk.

Director's Report

Steve Robichaud prepared the March Director's Report and distributed it to trustees via email. He reviewed the items in his report with the Trustees. Items of particular importance included the recent problems with maintaining a comfortable heat within the building during a cold snap. Robichaud met with facilities staff and learned more about the hidden workings of the building. He will be consulting in the future with other city personnel to improve building issues. PML is also scheduled for an upcoming energy audit that may shed light on more of the issues and their solutions.

Robichaud made the formal announcement that Bridget Cooley will be leaving her post as Coordinator of Community Planning and moving into a new role as PML's Assistant Director. A search will need to be made for her replacement.

Robichaud is working on the budget for the upcoming year to be submitted soon for consideration.

The acceptance package for the \$75,000 grant awarded to PML by the Mass Cultural Council was approved by the City Manager and City Council and is almost ready to be returned to the Mass Cultural Council. Cooley is keeping a list of staff needs and suggestions to which the grant monies can be applied.

Robichaud reviewed a customer complaint about PML's purchase of the controversial book 2,000 Mules. The Trustees praised him for his thoughtful and appropriate response to the individual.

Over the last month there have been several incidents with patrons, the most serious being a woman passed out on PML front steps who needed Narcan. Trustees affirmed that Narcan and an AED device are on the premises.

PML Foundation (Donna Richards)

- Meeting was held on February 15, 2023.
- Discussed preparations for Annual Author Night to be held on May 4, 2023. Tickets may be purchased online <https://ticketstripe.com/events/1033511> OR at the door.
- Received an update on the Eleanor Lipman Award for 2023. POSTERS have been produced. Deadline for submission is May 19th. Must be Lowell based authors.
- Approved the purchase of 3 table coverings and 3 table runners. Bridget Cooley developed a design which has been submitted to Owl Printing. ~~to submit to them.~~
- The Library will take on purchasing more swag to ensure we have items to distribute at events.
- The next meeting is March 15, 2023.

Friends of the PML (Helen Littlefield)

- Helen Littlefield sent the following Friends Liaison Report.
 - At the Friends last meeting, a new Youth Advisory position was added to the board, and Susannah Goodrich was nominated and chosen to fill the position.
 - The board approved the allocation of funds to Bridget Cooley to pay for museum pass renewals for the coming year, and money was also allocated for a donation to the library to support crafts and activities.
 - The Friends donated Khmer books to the Cambodian Mutual Aid Association.
 - The Friends also donated 100 books to the International Institute of New England's Lowell office in conjunction with Bookworm Global, who in turn sent the Friends a donation.

- The Friends promoted a New Year's reading resolution with signage on the free book cart at the library's Colburn St. entrance.
- Dates for the spring book sale have been set: June 1-3, 2023. Donation drop-off dates are yet to be determined.

Old Business

Update on outside signage for the Library

Owl Stamp can make the banner and install. PML will need to finalize the design and submit. A quote is being prepared. Bridget Cooley is creating a design for them from already existing graphic designs in use by PML.

New Business

None

Adjournment

The meeting was adjourned at 6:50 PM on a motion by Donna Richards and seconded by Amy Watson. All in attendance were in favor.

The next meeting is Wednesday, **APRIL 5, 2023**.

Supporting Documents

ITEM	EACH	#	TOTAL
			\$267.0
30" X 72" - White Fabric Table Runner - Full Color Custom Imprint	\$89	3	0
			\$747.0
8' Full Color Tablecloth - Closed Back - with Custom Imprint	\$249	3	0
Layout and Electronic Proof	\$20	1	\$20.00
			<hr/>
			\$1,034

EXAMPLES

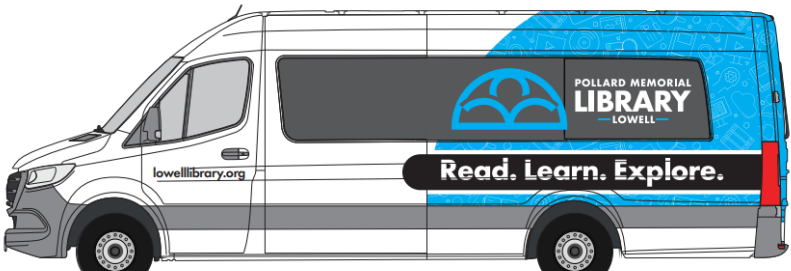


The PMLF has been asked to purchase branded table coverings to be used for outreach. Librarians from PML participate in events where they staff an informational table and want and need people to come to the table. Some of these events have a fair number of participants like National Night Out, AcreFest, and schools' Back to School Nights and Health and Fitness Field Trips. They average anywhere from 50 to upwards of 100 people stopping by. The goal is to provide an easily identifiable and professional look for the library. The table runners offer a more portable option and would be ideal for the bookmobile.

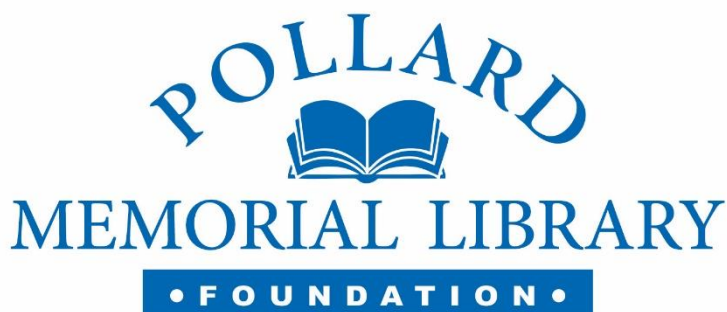
MOCK UP



black cloth with blue and white lettering



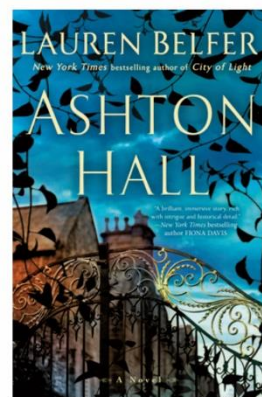
Please join the



for —
Meet the Author

Featuring
Lauren Belfer
Bestselling Author

*Ashton Hall • After the Fire
A Fierce Radiance • City of Light*



6pm, Thursday, May 4, 2023

SUGGESTED DONATION: \$50.00 per person

Join us to hear Lauren Belfer talk about *Ashton Hall*,
a riveting novel about the buried secret and
past lives of an English manor house.

*Tickets will be available at the door
the night of the event.*

